

*\* amended section*

*current  
by-laws*

**CUMBERLAND COUNTY  
RECYCLING TASKFORCE COMMITTEE**

**BYLAWS**

July 22, 2008

**Article I. Name**

The name of the Committee shall be the "Cumberland County Recycling Taskforce Committee," referred to herein as the "Committee."

**Article II. Purpose**

Responsibilities of the Committee shall include advising the Cumberland County Board of Supervisors, hereinafter the "Board," on aspects of the County's current and future recycling programs, hereinafter the "Recycling Program."

The Committee shall review the current recycling programs of the County, coordinate with County staff, including the Planning and Zoning Administrator, and make recommendations regarding future recycling efforts and any plans to increase the recycling efforts and success within the County.

The Committee shall also annually review the Recycling Program and recommend to the Board any changes needed to maintain the Recycling Program's efforts or consistency with the County's Comprehensive Plan, or to improve the administration, implementation and effectiveness of the County's Recycling Program.

The Committee shall also promote the Recycling Program, in cooperation and under the guidance of the Board, by providing educational materials to the public and conducting informational meetings.

**Article III. Members**


Membership of the Committee shall consist of those persons duly appointed by the Board.

The Committee shall first consist of the following members:

Mr. Jesse Barker, Ms. Linda Eanes, Ms. Deborah Guyer, Mr. Marty Shute, Ms. Yvonne Earvin, and Ms. Pat Lankford

### **Section 1.**

a. The voting members of the Committee shall be appointed by the Board from the following constituencies:

-  - Six (6) residents of Cumberland County.
- Appointments need not be Election District specific.

b. The non-voting, ex-officio member is:

- Planning and Zoning Administrator, or his designee.

c. Any tie vote shall be broken by a re-vote with the then-serving Chair of the meeting abstaining from the vote on the measure, issue or other matters presented.

### **Section 2.**

The members of the Committee shall serve at the pleasure of the Board. Except for the first appointees to the Committee whose terms shall end December 31, 2009, the term of each member shall be two (2) year terms that begin on January 1<sup>st</sup>. Members may be reappointed for consecutive terms without limitation.

### **Section 3.**


Absences caused by illness or personal matters of importance are excusable. If a member has two unexcused absences, the Planning and Zoning Administrator serving as Secretary of this Committee shall notify the Board with a copy to the represented party. The Board may, in its discretion, remove the member and appoint a replacement member.

### **Section 4.**

Vacancies, whether by expiration, resignation or removal, in membership shall be filled by appointment by majority vote of the Board for an unexpired term only. The appointed member should represent the same field of knowledge and serve in the same position and capacity as the previous member.

## **Article IV. Officers**

### **Section 1.**

 The officers of this Committee shall be comprised of the Chair, Vice-Chair and the Secretary, ex-officio. The Chair and Vice-Chair shall be elected by the Committee at its first meeting and subsequently in January of each year. The Secretary shall be the Planning and Zoning Administrator, or his designee. Each officer shall serve a term of one year.


## **Section 2.**

The officers shall perform the duties prescribed by the most recent revised edition of Robert's Rules of Order for Small Boards, including, but not limited to:

### **a. The duties of the Chair are to:**

1. Preside at Committee meetings;
2. Represent the Committee before the Board and other public bodies except when this responsibility has been delegated to an appropriate official or Committee member.
3. Appoint subcommittees as appropriate; and
4. Perform other duties as appropriate to the office of Chair.

### **b. The duties of the Vice-Chair are to:**

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1. Serve as Chair in the absence of the Chair; and
  2. To take all steps necessary to schedule Committee meetings.

### **c. The duties of the Secretary are to:**

1. Keep and distribute minutes of all meetings of the Committee;
2. Attend to the correspondence of the Committee and facilitate communication among Committee members;
3. In the absence of the Chair and Vice-Chair, conduct the election of a temporary Chair; and
4. Maintain the Committee library consisting of the minutes of all meetings of the Committee and documents, correspondence, and reports pertinent to the purpose of the Committee.

## **Section 3.**



Nominations for the officers shall be made from the floor at the first meeting, and henceforth annually at the Committee's January meeting.

## **Section 4.**

Officers shall be elected by a majority of the votes cast. Any tie vote shall be broken by a re-vote with the current serving officer abstaining from the vote for such position.

## **Section 5.**

No member shall be elected to the same office for more than two (2) successive one-year terms. A member may be elected to an office previously held for two (2) one-year terms, providing an interval of one year has elapsed since he last held that office. No officer shall hold more than one office simultaneously.

**Section 6.**

It shall be presumed that any officer who is absent from three (3) regular meetings of the Committee has resigned from such office.

Any officer may be removed from office, with or without cause, by a majority vote of the Committee breaking any tie vote in a meeting duly called for that purpose. Any tie vote shall be broken by a re-vote with the current serving officer abstaining from the vote for such position.

Any officer may resign upon written notice to the Board.

**Section 7.**

A vacancy, occurring in any office, shall be filled from the current membership by majority vote of the Board for an unexpired term only. Any tie vote shall be broken by a re-vote with the current serving officer abstaining from the vote for such position.

**Article V. Meetings**

**Section 1.**

The Committee shall meet at least four (4) times a year, and the first meeting in January shall be considered the Annual Meeting.

**Section 2.**

Dates for the meetings shall be established at the Annual Meeting.

**Section 3.**

Special meetings of the Committee may be called by the Chair or by a majority of the Committee, comprised as well by at least one board member. Each member must be notified at least seven days in advance of such special called meeting.

**Section 4**

Emergency meetings may be called at the discretion of the Chair.

**Section 5.**

A quorum shall consist of three (3) members present and the Committee shall operate on a "majority rule" basis.

**Section 6.**

Meetings shall be open to the public.

#### **Article VI. Subcommittees**

The Chair may, from time to time, establish subcommittees and advisory or working groups, to study and report on matters relevant to the Committee.

#### **Article VII. Adoption**

These Bylaws shall become effective upon adoption and approval by a majority of the Committee.

#### **Article VIII. Amendment**

##### **Section 1.**

These Bylaws may be amended by the Committee with sixty days written notice to each Committee member of any proposed change and by a majority plus one vote of the members then present and voting at the next Committee meeting after such notice period.

##### **Section 2.**

A copy of these Bylaws and any amendments to the Bylaws shall be provided to the Committee members, the Board and any person who requests a copy or copies.

#### **Article IX. Compensation and Reimbursement**

The members of the Committee shall serve without pay, but the Board may, in its discretion, reimburse members for actual and necessary expenses incurred in the performance of his/her duties.